



MEETING MINUTES
December 22, 2015
7:30 PM
Approved

In Attendance: B. Watts, Vice Chairman (arrived at 7:45), L. Schack, Member, D. Carlson, Member, W. Quinn, Member, M. Brown, Authority Administrator, Michael Knouse, ARRO Consulting, Inc.

Call to Order

In the absence of the Chair and Vice-Chair, the consensus of the remaining quorum was to have L. Schack lead the meeting until the arrival of the Vice-Chair. Therefore L. Schack called the meeting to order at 7:32 PM.

Approval of Minutes

After a brief discussion, D. Carlson moved to approve the minutes of the November 24, 2015 meeting as submitted, W. Quinn seconded. It was so moved.

Approval of Payments

Following several questions and a brief discussion, a motion was made by D. Carlson to approve the payments for December 2015 as submitted. W. Quinn seconded the motion. It was so moved. D. Carlson then moved to accept the Balance Sheet and Revenue and Expenses Reports in good faith as prepared by the Township Treasurer. W. Quinn seconded. After a few brief questions and comments by the Board, it was so moved.

Authority Administration Reports

M. Brown noted that all treatment facilities were operating well and within their permit requirements. He noted the three reports and asked if there were any questions regarding the reports. Several brief questions followed that were answered. M. Brown provided an update on the Phase II Sewer Expansion Project and reminded the Authority that connections wouldn't begin until April 2016. He noted the ongoing difficulty with PAEP and the planning "re-approval" for the Phase II project.

M. Brown noted that the auditors this year had noted there was no formal agreement between the Township and Authority for the disposition of the capital funds under the Phase II project and in identifying the duties of each body with regard to the sewerage system. M. Brown noted he had met with the auditor, Cary Vargo (Township Manager) and Kristin Camp (Township Solicitor). He said Kristin was taking the first stab at a draft. M. Brown said he would see Chris Frantz receive a copy of the draft and would see he was brought into the loop on behalf of the Authority. The draft was forthcoming.

M. Brown reviewed the bid results for the Fence Project at several Authority locations and the Lagoon Cleaning at the Marsh Harbour WWTF. For the Fence Project, the Base bid of the apparent low bidder for Contract One – Chain Link Fence installation at Marsh Harbour Wastewater Treatment Facility was \$107,933.50 by ProMax Fence systems, Inc. The Base bid of the apparent low bidder for Contract Two – Split Rail fence Construction Upland Farm disposal field was \$67,700.00 by Lee

Fence and Outdoor. After a discussion of the bids, D. Carlson moved to issue an Intent-to-Award letter to the apparent low bidder. W. Quinn seconded the motion. It was so moved.

M. Brown then reviewed the bid results for the Lagoon Cleaning at Marsh Harbour WWTF. The Base bid of the apparent low bidder for Contract One – General Construction was \$139,000.00 by Aqua Resources, Inc. There were no bidders for Contract Two – Lagoon Cleaning. M. Brown discussed the possible reasons why there were no bidders this time. This was the third time this project had been bid. He had discussed this with the Solicitor since there are some provisions for hiring a contractor without rebidding within the Bidding laws. The Solicitor's recommendation was to bid Contract Two again. After much discussion, D. Carlson moved to Issue an Intent-to-Award letter to the apparent low bidder for Contract One and to rebid Contract Two. W. Quinn seconded the motion. It was so moved

D. Carlson then moved to accept the reports of the Authority Administrator as submitted. L. Schack seconded the motion. It was so moved.

Draft 2016 Operating and Capital Budgets – Consider Approval

M. Brown presented the 2016 draft Operating Budget that was reviewed with the Authority at the November meeting. There was additional discussion amongst the Authority relative to showing more account detail by line item. M. Brown stated he would review this with the Township Treasurer who prepared the monthly operating statement of the Authority. L. Schack moved to adopt the 2016 Operating Budget as presented. W. Quinn seconded the motion. It was so moved.

After a brief discussion of the 2016 draft Capital Budget also reviewed with the Authority at the November meeting, L. Schack moved to adopt the budget as presented. W. Quinn seconded the motion. It was so moved.

Open Session

No residents were in attendance.

Next Meeting Date: January 26, 2016 – 7:30 pm.

B. Watts noted the date and time of the next meeting of the Authority and that it was the annual reorganization meeting.

Adjournment

There being no further business to be brought before the Authority, B. Watts moved, seconded by D. Carlson to adjourn the meeting at 9:10 pm.

Respectfully submitted,

G. Matthew Brown, P.E., DEE
Authority Administrator